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ABSTRACT

Developed through a modified DACUM (Developing a Curriculum) process involving business, industry, labor, and community agency representatives in Ohio, this document is a comprehensive and verified employer competency profile for masonry occupations. The list contains units (with and without subunits), competencies, and competency builders that identify the skills needed to enter these occupations. The occupational, academic, and employability skills for this occupation or occupational area are included. Within the outline are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests. Advancing items identify the knowledge, skills, and attitudes needed to advance in the occupation; futuring items identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation 3 to 4 years from now. This profile contains 17 units: safety; masonry materials and tools; materials preparation; job site preparation; bonding; blueprint reading, recordkeeping, and estimating; laying brick and block to a line; brick and block wood; jointing; masonry construction; foundations and footers; reinforced concrete masonry; special masonry applications; chimney and fireplace construction; arch construction; basic welding and cutting; and employability skills. (NLA)

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OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

MASONRY

ED345063

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CE 061 157

Ohio's Future at Work

Division of Vocational and Career Education
Ohio Department of Education

Vocational Instructional Materials Laboratory
Center on Education and Training for Employment
THE OHIO STATE UNIVERSITY

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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic*, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in school year 1993-94). Advancing items (marked with one asterisk) identify the knowledge, skills, and attitudes needed to advance in a given occupation. Futuring items (marked with two asterisks) identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation three to four years from now.

School districts may add as many units, subunits, competencies, and/or competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their vocational courses of study and monitor competency gains via the new criterion-referenced competency testing program that will be directly tied to the competencies identified on the OCAP lists.

***Academic competencies have not been identified for all OCAPs. At a later date math, communication, and science competencies will be released.**

The **Employability Skills** portion of this list was verified by the following employer panel:

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Ohio Competency Analysis Profile
Masonry

Unit 1: Safety

Competency 1.0.1: Maintain safe work environment

Competency Builders:

1.0.1.1 Apply safety practices according to Occupational Safety and Health Administration (OSHA) guidelines
1.0.1.2 Wear required safety gear
1.0.1.3 Use and care for tools
1.0.1.4 Use and care for equipment
1.0.1.5 Use power-operated equipment
1.0.1.6 Handle materials
1.0.1.7 Store tools and equipment
1.0.1.8 Correct safety hazards according to OSHA guidelines
1.0.1.9 Demonstrate use of fire extinguisher
1.0.1.10 Demonstrate proper lifting techniques
1.0.1.11 Complete accident report*

Competency 1.0.2: Demonstrate basic first-aid techniques

Competency Builders:

1.0.2.1 Identify basic first-aid procedures
1.0.2.2 Acquire cardiopulmonary resuscitation (CPR) certification*

Competency 1.0.3: Erect scaffolding and set up ladders according to OSHA guidelines

Competency Builders:

1.0.3.1 Identify components of scaffolding and use of each
1.0.3.2 Set up ladders, ladder jacks, and planks
1.0.3.3 Set up patented scaffoldings
1.0.3.4 Set up powered scaffoldings*

Unit 2: Masonry Materials and Tools

Competency 2.0.1: Distinguish manufacturing processes

Competency Builders:

2.0.1.1 Identify manufacturing process for clay units
2.0.1.2 Identify manufacturing process for concrete units
2.0.1.3 Identify manufacturing process for refractory units*
2.0.1.4 Identify manufacturing process for mortar

* Advancing
** Futuring

Competency 2.0.2: Distinguish types, sizes, and shapes of materials

Competency Builders:

2.0.2.1 Identify sizes and shapes of materials for clay products
2.0.2.2 Identify sizes and shapes of materials for concrete products
2.0.2.3 Identify sizes and shapes of materials for refractory units*
2.0.2.4 Identify types of mortar
2.0.2.5 Identify types of stone

Competency 2.0.3: Demonstrate use of basic masonry tools

Competency Builders:

2.0.3.1 Identify masonry tools
2.0.3.2 Use and maintain masonry tools

Unit 3: Materials Preparation

Competency 3.0.1: Prepare mortar

Competency Builders:

3.0.1.1 Mix mortar manually
3.0.1.2 Mix mortar mechanically
3.0.1.3 Place mortar on boards

Competency 3.0.2: Establish work area

Competency Builders:

3.0.2.1 Identify materials and location
3.0.2.2 Clean and level work area

Competency 3.0.3: Stock wall

Competency Builders:

3.0.3.1 Identify needed materials for each job
3.0.3.2 Place materials for each job
3.0.3.3 Prepare mortarboards and stands

Unit 4: Job Site Preparation

Competency 4.0.1: Establish elevation reference points from bench mark*

Competency Builders:

4.0.1.1 Lay out building using transit*
4.0.1.2 Set grade stakes*
4.0.1.3 Use builder's level*

* Advancing
** Futuring

Competency 4.0.2: Establish footing grades*

Competency Builders:

4.0.2.1 Locate and square corners*
4.0.2.2 Erect batter boards*

Unit 5: Bonding

Competency 5.0.1: Identify bond patterns

Competency Builders:

5.0.1.1 Lay wall in specific bond pattern
5.0.1.2 Identify various bond patterns

Competency 5.0.2: Identify structural bond patterns

Competency Builders:

5.0.2.1 Lay wall in specific bond pattern
5.0.2.2 Identify various bond patterns

Unit 6: Blueprint Reading, Record Keeping, and Estimating

Competency 6.0.1: Implement drawings

Competency Builders:

6.0.1.1 Identify lines
6.0.1.2 Identify symbols
6.0.1.3 Locate measurements
6.0.1.4 Interpret measurements

Competency 6.0.2: Implement blueprints*

Competency Builders:

6.0.2.1 Interpret specifications*
6.0.2.2 Identify list of materials*
6.0.2.3 Calculate needed materials*

Competency 6.0.3: Manage files*

Competency Builders:

6.0.3.1 Maintain records*
6.0.3.2 Maintain warranty contracts**

* Advancing
** Futuring

Competency 6.0.4: Estimate needed materials and cost

Competency Builders

6.0.4.1 Calculate square feet
6.0.4.2 Calculate number of bricks in wall of given dimensions
6.0.4.3 Calculate number of blocks in wall of given dimensions
6.0.4.4 Compute bids**

Competency 6.0.5: Schedule jobs*

Competency Builders:

6.0.5.1 Sequence work operations*
6.0.5.2 Develop work schedules*

Competency 6.0.6: Demonstrate basic computer skills*

Competency Builders:

6.0.6.1 Demonstrate basic keyboarding*
6.0.6.2 Use databases**

Unit 7: Laying Brick and Block to a Line

Competency 7.0.1: Lay running bond brick or block wall

Competency Builders:

7.0.1.1 Stretch line on wall
7.0.1.2 Lay brick or block to line
7.0.1.3 Chase and maintain bond
7.0.1.4 Maintain level and plumb
7.0.1.5 Tool joints

Competency 7.0.2: Construct brick veneer wall using corner-pole masonry guide

Competency Builders:

7.0.2.1 Set story pole
7.0.2.2 Level from opening to pole
7.0.2.3 Mark pole according to specifications
7.0.2.4 Tool joints

Competency 7.0.3: Construct brick or block pilaster*

Competency Builders:

7.0.3.1 Use builder's level*
7.0.3.2 Maintain bond*
7.0.3.3 Tool joints*

* Advancing
** Futuring

Competency 7.0.4: Construct cavity wall

Competency Builders:

7.0.4.1 Maintain clean cavity
7.0.4.2 Maintain level and plumb
7.0.4.3 Install reinforcement and ties
7.0.4.4 Install flashing
7.0.4.5 Install weepholes
7.0.4.6 Tool joints

Competency 7.0.5: Construct stack-bond wall*

Competency Builders:

7.0.5.1 Establish wall line*
7.0.5.2 Install reinforcements*
7.0.5.3 Align head joints vertically*
7.0.5.4 Lay out dry bond*

Competency 7.0.6: Clean brick wall

Competency Builders:

7.0.6.1 Prepare acid cleaning solutions according to manufacturer's directions
7.0.6.2 Scrape wall
7.0.6.3 Wet wall
7.0.6.4 Apply cleaning solution
7.0.6.5 Rinse wall thoroughly

Unit 8: Brick and Block Work

Competency 8.0.1: Construct a 90-degree corner in running bond

Competency Builders:

8.0.1.1 Maintain correct dimensions
8.0.1.2 Maintain bond
8.0.1.3 Maintain level and plumb
8.0.1.4 Tool joints

Competency 8.0.2: Construct piers

Competency Builders:

8.0.2.1 Maintain correct dimensions
8.0.2.2 Construct hollow brick pier
8.0.2.3 Construct solid brick pier
8.0.2.4 Maintain level and plumb
8.0.2.5 Tool joints

* Advancing
** Futuring

Competency 8.0.3: Construct rowlock windowsill

Competency Builders:

8.0.3.1 Cut brick to size
8.0.3.2 Maintain degree of slope
8.0.3.3 Maintain level
8.0.3.4 Tool joints

Competency 8.0.4: Construct soldier course

Competency Builders:

8.0.4.1 Align and maintain brick plumb
8.0.4.2 Maintain level
8.0.4.3 Maintain bond
8.0.4.4 Tool joints

Competency 8.0.5: Construct jamb

Competency Builders:

8.0.5.1 Maintain correct dimensions
8.0.5.2 Lay out stretcher
8.0.5.3 Lay jamb units to predetermined height
8.0.5.4 Maintain bond
8.0.5.5 Maintain level and plumb
8.0.5.6 Tool joints

Unit 9: Jointing

Competency 9.0.1: Identify types of joints

Competency Builders:

9.0.1.1 Identify tools needed to construct each joint
9.0.1.2 Identify function of each type of joint

Competency 9.0.2: Demonstrate joint construction

Competency Builders:

9.0.2.1 Construct a weeping joint
9.0.2.2 Construct a concave joint
9.0.2.3 Construct a convex joint
9.0.2.4 Construct a V-joint
9.0.2.5 Construct a grapevine joint
9.0.2.6 Construct a raked joint
9.0.2.7 Construct a weathered joint
9.0.2.8 Construct a struck joint
9.0.2.9 Construct a flush joint

Unit 10: Masonry Construction

Competency 10.0.1: Install lintels

Competency Builders:

10.0.1.1 Identify types of lintels
10.0.1.2 Position lintels according to specifications
10.0.1.3 Set lintels

Competency 10.0.2: Set window frame*

Competency Builders:

10.0.2.1 Use level*
10.0.2.2 Clean sash slots*
10.0.2.3 Install window*
10.0.2.4 Install lintel and crossover with masonry*

Competency 10.0.3: Set door frame*

Competency Builders:

10.0.3.1 Use level*
10.0.3.2 Interpret blueprints*
10.0.3.3 Install door frame and anchors*

Competency 10.0.4: Lay flight of steps*

Competency Builders:

10.0.4.1 Comply with local and state codes*
10.0.4.2 Identify materials*
10.0.4.3 Identify heights according to specifications*
10.0.4.4 Construct steps*
10.0.4.5 Tool joints*

Unit 11: Foundations and Footers

Competency 11.0.1: Evaluate footers

Competency Builders:

11.0.1.1 Verify elevations
11.0.1.2 Verify squareness

Competency 11.0.2: Build block foundation wall

Competency Builders:

11.0.2.1 Follow drawing specifications
11.0.2.2 Lay block
11.0.2.3 Install reinforcing
11.0.2.4 Parge and waterproof wall

* Advancing
** Futuring

Unit 12: Reinforced Concrete Masonry

Competency 12.0.1: Place and grout reinforcing in masonry wall

Competency Builders:

12.0.1.1 Establish position of vertical and horizontal reinforcement
12.0.1.2 Prepare grout mixture
12.0.1.3 Pour grout around rerod into wall

Competency 12.0.2: Install control joint in wall*

Competency Builders:

12.0.2.1 Establish joint location according to specifications*
12.0.2.2 Install control joint material*

Unit 13: Special Masonry Applications

Competency 13.0.1: Lay out story poles and corner poles

Competency Builders

13.0.1.1 Identify story poles and corner poles
13.0.1.2 Mark for openings and heights

Competency 13.0.2: Operate stationary masonry saw

Competency Builders:

13.0.2.1 Read and follow directions
13.0.2.2 Follow Occupational Safety and Health Administration (OSHA) safe operating guidelines
13.0.2.3 Set up saw
13.0.2.4 Cut masonry material according to measurements on drawing

Competency 13.0.3: Install expansion joint in wall

Competency Builders:

13.0.3.1 Identify expansion joint location and material
13.0.3.2 Install expansion joint material

Competency 13.0.4: Tuck-point masonry wall*

Competency Builders:

13.0.4.1 Use tucking tools*
13.0.4.2 Use joint tools*
13.0.4.3 Remove mortar and clean joints*
13.0.4.4 Point and finish joints*

Competency 13.0.5: Construct veneer stone wall*

Competency Builders:

13.0.5.1 Establish corner plumb lines and jack line*
13.0.5.2 Face and/or size materials*
13.0.5.3 Lay out elevations*
13.0.5.4 Lay stone and finish joints*

Competency 13.0.6: Identify anchor devices

Competency Builders:

13.0.6.1 Identify commercial anchor devices
13.0.6.2 Identify residential anchor devices

Competency 13.0.7: Lay glass blocks*

Competency Builders:

13.0.7.1 Measure opening*
13.0.7.2 Chase bond*
13.0.7.3 Install spacers*
13.0.7.4 Set block*
13.0.7.5 Use grout bag or tuck joints*

Competency 13.0.8: Lay masonry floors, walks, or driveways

Competency Builders:

13.0.8.1 Identify setting bed
13.0.8.2 Lay out lines according to specifications
13.0.8.3 Cut and install brick
13.0.8.4 Identify and maintain bond
13.0.8.5 Treat surface

Competency 13.0.9: Set stones*

Competency Builders:

13.0.9.1 Measure area*
13.0.9.2 Cut and set stones*
13.0.9.3 Level stones*

Competency 13.0.10: Repair masonry work*

Competency Builders:

13.0.10.1 Assess damage*
13.0.10.2 Identify tools and materials*
13.0.10.3 Perform repair*

* Advancing
** Futuring

Unit 14: Chimney and Fireplace Construction*

Competency 14.0.1: Construct chimneys*

Competency Builders:

14.0.1.1 Comply with local and state codes*
14.0.1.2 Build single-face chimney*
14.0.1.3 Build double-face chimney*

Competency 14.0.2: Install fireplace accessories*

Competency Builders:

14.0.2.1 Install ash dumps and cleanout door*
14.0.2.2 Install damper*
14.0.2.3 Install heatilator*
14.0.2.4 Set flues*
14.0.2.5 Install log lighters*

Competency 14.0.3: Lay hearth*

Competency Builders:

14.0.3.1 Build hearth to firebox height*
14.0.3.2 Fill hearth for rowlock*

Competency 14.0.4: Lay throats*

Competency Builders:

14.0.4.1 Identify proper brick*
14.0.4.2 Calculate height and finished dimensions*

Competency 14.0.5: Lay back, bottom, and sides of fireplace*

Competency Builders:

14.0.5.1 Comply with local codes*
14.0.5.2 Lay out firebox*
14.0.5.3 Cut firebrick*

Competency 14.0.6: Install flashing*

Competency Builders:

14.0.6.1 Measure metal*
14.0.6.2 Cut metal*
14.0.6.3 Bend metal*
14.0.6.4 Attach metal*
14.0.6.5 Caulk and seal*

Unit 15: Arch Construction*

Competency 15.0.1: Lay out arch*

Competency Builders:

15.0.1.1 Read blueprints and specifications*
15.0.1.2 Build a template*

Competency 15.0.2: Construct arches and columns*

Competency Builders:

15.0.2.1 Identify common arch forms*
15.0.2.2 Build Gothic arch*
15.0.2.3 Build Roman arch*
15.0.2.4 Build jack arch*
15.0.2.5 Build segmental arch*
15.0.2.6 Build Tudor arch*
15.0.2.7 Build corner and rectangular arches*
15.0.2.8 Build round and square brick columns*

Unit 16: Basic Welding and Cutting

Competency 16.0.1: Demonstrate oxyacetylene welding procedures

Competency Builders:

16.0.1.1 Comply with American Welding Society (AWS) guidelines
16.0.1.2 Comply with Occupational Safety and Health Administration (OSHA) guidelines
16.0.1.3 Perform welding procedures
16.0.1.4 Perform cutting procedures

Competency 16.0.2: Demonstrate shielded metal arc welding (SMAW) procedures

Competency Builders:

16.0.2.1 Comply with AWS guidelines
16.0.2.2 Comply with OSHA guidelines
16.0.2.3 Perform welding procedures
16.0.2.4 Perform cutting procedures
16.0.2.5 Weld in all positions

* Advancing
** Futuring

Unit 17: Employability Skills
Subunit 17.1: Career Development

Competency 17.1.1: Investigate career options

Competency Builders:

17.1.1.1 Determine interests and aptitudes
17.1.1.2 Identify career options
17.1.1.3 Research occupations matching interests and aptitudes
17.1.1.4 Select career(s) that best match(es) interests and aptitudes
17.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
17.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
17.1.1.7 Develop a career plan

Competency 17.1.2: Analyze potential barriers to employment

Competency Builders:

17.1.2.1 Identify common barriers to employment
17.1.2.2 Describe strategies to overcome employment barriers

Unit 17: Employability Skills
Subunit 17.2: Decision Making and Problem Solving

Competency 17.2.1: Apply decision-making techniques in the workplace

Competency Builders:

17.2.1.1 Identify the decision to be made
17.2.1.2 Compare alternatives
17.2.1.3 Determine consequences of each alternative
17.2.1.4 Make decisions based on values and goals
17.2.1.5 Evaluate the decision made

Competency 17.2.2: Apply problem-solving techniques in the workplace

Competency Builders:

17.2.2.1 Diagnose the problem and its causes
17.2.2.2 Identify alternatives and their consequences in relation to the problem
17.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
17.2.2.4 Utilize resources to explore possible solutions to the problem
17.2.2.5 Compare and contrast the advantages and disadvantages of each solution
17.2.2.6 Determine appropriate action
17.2.2.7 Evaluate results

Unit 17: Employability Skills
Subunit 17.3: Work Ethic

Competency 17.3.1: Evaluate the relationship of self-esteem to work ethic

Competency Builders:

17.3.1.1 Identify special characteristics and abilities in self and others
17.3.1.2 Identify internal and external factors that affect self-esteem

Competency 17.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

Competency Builders:

17.3.2.1 Distinguish between values and goals
17.3.2.2 Determine the importance of values and goals
17.3.2.3 Evaluate how values affect goals
17.3.2.4 Identify short-term and long-term goals
17.3.2.5 Prioritize personal goals
17.3.2.6 Describe how personal values are reflected in work ethic
17.3.2.7 Describe how interactions in the workplace affect personal work ethic
17.3.2.8 Examine how life changes affect personal work ethic

Competency 17.3.3: Demonstrate work ethic

Competency Builders:

17.3.3.1 Examine factors that influence work ethic
17.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

Unit 17: Employability Skills
Subunit 17.4: Job-Seeking Skills

Competency 17.4.1: Prepare for employment

Competency Builders:

17.4.1.1 Identify traditional and nontraditional employment sources
17.4.1.2 Utilize employment sources
17.4.1.3 Research job opportunities, including nontraditional careers
17.4.1.4 Interpret equal employment opportunity laws
17.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
17.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

* Advancing
** Futuring

Competency 17.4.2: Design a résumé

Competency Builders:

17.4.2.1 Identify personal strengths and weaknesses
17.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
17.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
17.4.2.4 Complete résumé using various formats
17.4.2.5 Secure references

Competency 17.4.3: Complete and process job application forms

Competency Builders:

17.4.3.1 Explain the importance of an application form
17.4.3.2 Identify ways to obtain job application forms
17.4.3.3 Describe methods for handling illegal questions on job application forms
17.4.3.4 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
17.4.3.5 Return application to proper person, request interview, and follow up

Competency 17.4.4: Demonstrate interviewing skills

Competency Builders:

17.4.4.1 Investigate interview environment and procedures
17.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
17.4.4.3 Demonstrate question and answer techniques
17.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

Competency 17.4.5: Secure employment

Competency Builders:

17.4.5.1 Identify present and future employment opportunities within an occupation/organization
17.4.5.2 Research the organization/company
17.4.5.3 Use follow-up techniques to enhance employment potential
17.4.5.4 Compare and evaluate job offers

Unit 17: Employability Skills

Subunit 17.5: Job Retention Skills

Competency 17.5.1: Analyze the organizational structure of the workplace

Competency Builders:

17.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
17.5.1.2 Be aware of and obey all company policies and procedures
17.5.1.3 Examine the role/relationship between employee and employer
17.5.1.4 Recognize opportunities for advancement and reasons for termination

Competency 17.5.2: Maintain positive relations with others

Competency Builders:

17.5.2.1 Exhibit appropriate work habits and attitude
17.5.2.2 Identify behaviors to establish successful working relationships
17.5.2.3 Cooperate and compromise through teamwork and group participation
17.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

Unit 17: Employability Skills
Subunit 17.6: Job Advancement

Competency 17.6.1: Analyze opportunities for personal and career growth

Competency Builders:

17.6.1.1 Determine opportunities within an occupation/organization
17.6.1.2 Compare and contrast other opportunities
17.6.1.3 List benefits of job advancement
17.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

Competency 17.6.2: Exhibit characteristics needed for advancement

Competency Builders:

17.6.2.1 Display a positive attitude
17.6.2.2 Demonstrate knowledge of a position
17.6.2.3 Perform quality work
17.6.2.4 Adapt to changing situations and technology
17.6.2.5 Demonstrate capability for different positions
17.6.2.6 Participate in continuing education/training programs
17.6.2.7 Respect, accept, and work with ALL individuals in the workplace

Unit 17: Employability Skills
Subunit 17.7: Technology in the Workplace

Competency 17.7.1: Assess the impact of technology in the workplace

Competency Builders:

17.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
17.7.1.2 Investigate the use of technology in the workplace
17.7.1.3 Analyze how present skills can be applied to learning new technologies

Competency 17.7.2: Use a variety of technological applications

Competency Builders:

17.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
17.7.2.2 Use technology to accomplish assigned tasks
17.7.2.3 Create solutions to problems using technical means

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Unit 17: Employability Skills
Subunit 17.8: Lifelong Learning

Competency 17.8.1: Apply lifelong learning to individual situations

Competency Builders:

17.8.1.1 Define lifelong learning
17.8.1.2 Identify factors that cause the need for lifelong learning

Competency 17.8.2: Adapt to change

Competency Builders:

17.8.2.1 Analyze the effects of change
17.8.2.2 Identify reasons why goals change
17.8.2.3 Describe the importance of flexibility when reevaluating goals
17.8.2.4 Evaluate the need for continuing education/training

Unit 17: Employability Skills
Subunit 17.9: Economic Education

Competency 17.9.1: Analyze global enterprise system

Competency Builders:

17.9.1.1 Identify characteristics of various enterprise systems
17.9.1.2 Examine the relationship between competition, risk, and profit
17.9.1.3 Illustrate how supply and demand influence price

Competency 17.9.2: Evaluate personal money management

Competency Builders:

17.9.2.1 Describe the need for personal management records
17.9.2.2 Identify methods of taxation
17.9.2.3 Analyze how credit affects financial security
17.9.2.4 Compare types and methods of investments
17.9.2.5 Prepare a personal budget
17.9.2.6 Be an informed and responsible consumer
17.9.2.7 Analyze the effects of advertising on the consumer

Unit 17: Employability Skills
Subunit 17.10: Balancing Work and Family

Competency 17.10.1: Analyze the effects of family on work

Competency Builders:

17.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
17.10.1.2 Identify present and future family structures and responsibilities
17.10.1.3 Describe personal and family roles
17.10.1.4 Analyze concerns of working parent(s)
17.10.1.5 Examine how family responsibilities can conflict with work
17.10.1.6 Resolve family-related conflicts
17.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

Competency 17.10.2: Analyze the effects of work on family

Competency Builders:

17.10.2.1 Identify responsibilities associated with paid and nonpaid work
17.10.2.2 Compare the advantages and disadvantages of multiple incomes
17.10.2.3 Explain how work can conflict with family responsibilities
17.10.2.4 Explain how work-related stress can affect families
17.10.2.5 Identify family support systems and resources

Unit 17: Employability Skills
Subunit 17.11: Citizenship in the Workplace

Competency 17.11.1: Exercise the rights and responsibilities of citizenship in the workplace

Competency Builders:

17.11.1.1 Identify the basic rights and responsibilities of citizenship
17.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

Competency 17.11.2: Cooperate with others in the workplace

Competency Builders:

17.11.2.1 Identify situations in which compromise is necessary
17.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
17.11.2.3 Demonstrate initiative to facilitate cooperation
17.11.2.4 Give and receive constructive criticism to enhance cooperation

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Unit 17: Employability Skills
Subunit 17.12: Leadership

Competency 17.12.1: Evaluate leadership styles appropriate for the workplace

Competency Builders:

17.12.1.1 Identify characteristics of effective leaders
17.12.1.2 Compare leadership styles
17.12.1.3 Demonstrate effective delegation skills
17.12.1.4 Identify opportunities to lead in the workplace

Competency 17.12.2: Demonstrate effective teamwork skills

Competency Builders:

17.12.2.1 Identify the responsibilities of a valuable group member
17.12.2.2 Exhibit open-mindedness
17.12.2.3 Identify methods of involving each member of a team
17.12.2.4 Contribute to the efficiency and success of a group
17.12.2.5 Determine ways to motivate others

Competency 17.12.3: Utilize effective communication skills

Competency Builders:

17.12.3.1 Identify the importance of listening
17.12.3.2 Demonstrate assertive communication
17.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
17.12.3.4 Analyze written material
17.12.3.5 Prepare written material
17.12.3.6 Give and receive feedback
17.12.3.7 Articulate thoughts
17.12.3.8 Use appropriate language

Unit 17: Employability Skills
Subunit 17.13: Entrepreneurship

Competency 17.13.1: Evaluate the role of small business in the economy

Competency Builders:

17.13.1.1 Identify the benefits of small business to a community
17.13.1.2 Analyze opportunities for small business in a community

Competency 17.13.2: Examine considerations of starting a business

Competency Builders:

17.13.2.1 Research a business idea
17.13.2.2 Compare various ways to become a small business owner
17.13.2.3 Investigate factors to consider in financing a new business
17.13.2.4 Evaluate entrepreneurship as a career option

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